



Human Resources Manager

Town of Frederick, Colorado

The Community

Frederick's growing population of approximately 8,500 residents enjoys a community that has a rich heritage and a bright future. When it was incorporated in 1907, the Town of Frederick included only a few hundred residents associated with the local coal mines. However, over the past several years with its proximity to the Denver metro area and other population, employment, and education centers, Frederick has experienced dynamic growth. It is projected that this growth will continue. The community's comprehensive plan anticipates that at full build-out within 30 years, Frederick's population will swell to between 60 to 80 thousand residents.



The Town of Frederick contains 645 acres of town-owned parks and recreational open spaces; 69.8 miles of roadways; over 3,000 utility customers with water, electric, solid waste and recycling, and stormwater drainage accounts; 13 square miles of annexed land area; and 26 total square miles within its

comprehensive planning area. While much of the Town's population commutes to various occupations in the Boulder and Denver areas, Frederick boasts a diverse, solid, and growing mix of its own employers with over 2,000 primary jobs in areas such as biomedical, building materials, renewable energy, healthcare, manufacturing, education, automotive, retail, and professional services.

The Town has a relatively young, family-oriented population with an average resident age of 31 years and an average household size of 2.9. While the intense acceleration of growth within the community has slowed recently as a result of the global economic recession, Frederick continues to process development proposals and dozens of permits for new homes and businesses. This growth and development continues to demand a nimble and professional municipal organization that can respond proactively to the expectations of the community.

The Organization

The Town of Frederick operates under the council-manager form of government, which provides for a professional executive appointed by and responsible to the elected Town Board of Trustees. Derek Todd was appointed as the Town Administrator in 2005 and

oversees a staff of approximately 50 employees within five departments including Administrative Services, Engineering, Planning, Police, and Public Works. The Town has a total budget of roughly \$40 million that is divided into 17 funds. The general fund makes up \$4.9 million of that amount and supports the general operations of the organization.



Because of the dynamic nature of the growing community, the organization has also evolved over the past several years to reflect the professional management style that is expected by the current residents. Within the past few years some of the new systems and guiding documents that the organization has implemented include an updated comprehensive plan; updated financial accounting and general management software systems; a policy and protocol manual, including an ethics policy; an updated personnel policy; a professional and standardized records retention program; formalized policies for financial investment and asset management; a standardized and market-based compensation, job analysis, classification specification, and appraisal system; media interaction standards; the creation of various municipal utilities; a credit card acceptance program for customer payments; a manual of design standards and construction specifications; a revised land use code; a downtown development plan; and the beginnings of a parks master plan. Staff is also



constantly in the process of updating the website, community newsletter, press release efforts, and other means of communicating with the public. To explore the organization further, please visit the Town's website at www.frederickco.gov.

The Position

The Human Resources Manager is a newly restructured position that has been developed as part of a recent re-organization meant to increase operational and position-specific efficiencies within the organization. Reporting to the Administrative Services Director, this position comprises a one-person Division and will be a highly

responsible professional tasked with the overall management and direction of the Town's HR programs and activities. Considerable independent judgment, initiative, and personal integrity are essential for this position. Because of the confidential nature of information handled by this Division it is extremely important that this individual understands and practices appropriate confidentiality.

While the Human Resources Manager will work on a highly professional team within the leadership of the Administrative Services Department, this position will be required to work independently on many management- and technical-level projects and on-going and day-to-day responsibilities. For example, the Human Resources Manager will ensure compliance with State and Federal employment law and monitor relevant emerging legislation; consult with supervisors regarding all employee matters; manage all personnel files; conduct salary and benefit analyses, job audits, and related budgetary projections; design and conduct promotional, recruitment, and training processes; advise and orient all employees on personnel, benefit, and compensation policies; manage the appraisal process for employees; and many other initiatives and special assignments.



The chosen candidate will be a creative and intuitive decision maker. Proven experience as a high-performing team player with exceptional interpersonal, communication, and listening skills is essential. The individual selected must also possess the highest integrity and ethical standards with political sophistication and the ability to think quickly, logically, and accurately. Additionally, the successful candidate will value and

espouse flexible and collaborative internal and external customer service abilities and have the skill to effectively handle conflict with courteousness and composure. It is also essential for the Human Resources Manager to be very familiar with the best practices of human resource management and organizational behavior, be creative, visionary, and have a strong work ethic. This position will also require an individual that is experienced in interacting successfully with a broad range of personality types and assisting the organization and the department to operate at an optimum level of performance.

Position Requirements

The individual selected for this position must have a Bachelor's degree in Human Resource Management, Industrial Psychology, Organizational Development, or a related field from an accredited college or university. The successful candidate is also required to have five years of progressively responsible professional experience in human resource management, preferably in a municipal government or other public agency, and certification as a PHR or

SPHR or ability to obtain certification. Demonstrated ability of functional HR and employment law knowledge and experience, exceptional communication and interpersonal skills, personal integrity and credibility, and demonstrated skill in making sound decisions is required as well.



Compensation

The current annual salary range for this position is \$64,329 to \$77,195, with a starting rate of up to \$70,762, depending upon the qualifications of the selected individual. The Town also offers competitive employee benefits including:

- 4% match in a 457 deferred compensation plan
- Insurance coverage for employee and dependents, including medical, dental, and vision
- Employee life insurance
- 12 paid holidays
- Vacation and sick leave

Recruitment Process

To apply for this career opportunity, please send your application, resume, and cover letter to the Town of Frederick Human Resources Division using any of the following three methods :

- Email: bostler@frederickco.gov
- Fax: 720-382-5520
- Address: PO Box 435, Frederick, Colorado 80530-0435

All applications must be received **no later than March 19, 2010, at 5:00 PM**. Please do not hesitate to contact the Town of Frederick Human Resources Division directly at 720-382-5552.

Search Schedule

- Application filing deadline: March 19, 2010
- Application screening: March 22-26, 2010
- Interview Process: April 5, 2010

These dates have been confirmed and it is recommended that you plan your calendar accordingly.